



**DOUGLAS COUNTY**  
**ADMINISTRATIVE POLICIES AND PROCEDURES**

<b>TITLE</b> County Vehicle Usage	<b>Approval Date</b> 4/28/09
<b>POLICY CUSTODIAN</b> County Manager	<b>Revision Date</b> 3/19/17

**PURPOSE:** Establish procedures that promote vehicle usage in an efficient and economical manner. Provide consistent and understandable guidelines related to staff vehicle assignment, and appropriately maintain county-owned resources.

**DEPARTMENT RESPONSIBLE:** County Manager

**DEPARTMENT (S) AFFECTED:** All Board Departments and Elected Offices\*  
 \*Excludes the Douglas County Sheriff's Office and Coroner's Office

**VEHICLE ASSIGNMENT:**

The assignment of vehicles used to conduct County business will fall into one of the two (2) following categories. No employee may use more than one category (i.e., An employee may not receive a Take-Home Vehicle and use a Daily Vehicle.) When a conflict or question arises as to which category is appropriate, the decision of the County Manager will be final.

1. Take-Home Vehicle Assignment
2. Daily Vehicle Assignment

Take-Home Vehicle Assignment: A Take-Home vehicle will be provided to those employees who have management or supervisory duties/responsibilities and are **routinely** expected to respond to operational emergencies from the employee's residence during off-duty hours. These vehicles are provided for use while commuting between a residence and a work location, in addition to using them for business purposes during the normal workweek. Typically, these employees occupy positions where it is impractical to implement a requirement to proceed to a central dispatch point to obtain a County vehicle, particularly in the event of an emergency.

Daily Vehicle Assignment: A Daily Vehicle assignment will be provided for those employees whose positions have been approved to use a County vehicle for conducting County business during normal work hours. These vehicles must be parked at a County facility during the workday and overnight. A listing of approved facilities is located on page 5.

## **VEHICLE USAGE REGULATIONS:**

1. All employees who operate County vehicles must have a valid Driver's license. Human Resources will annually audit the motor vehicle records. Copies of the State provided reports will be held in each employee's personnel file.
2. Under no circumstances, are alcoholic beverages or controlled substances to be consumed, used or transported in County vehicles.
3. Employees assigned a Take-Home vehicle, are authorized to drive such vehicles to and from work. Such employees are **prohibited** from using these vehicles during non-work hours for personal use (e.g., weekends or holidays), except in response to an operational emergency. However, because they have no other form of transportation during the normal work hours, the following exceptions are authorized:
  - Travel to and from lunch or incidental/personal errands - pursuant to the "de minimis" usage exemptions in IRS Publication 15-B, Employers Tax Guide to Fringe Benefits.
4. Employees assigned a Daily Vehicle will be allowed the following exception:
  - Travel to and from lunch or incidental/personal errands - pursuant to the "de minimis" usage exemptions in IRS Publication 15-B, Employers Tax Guide to Fringe Benefits.
5. Employees will be authorized to park personal vehicles at any County facility listed on page 5, in order to pick-up a Daily Assigned Vehicle.
6. All Take-Home or Daily Assigned vehicles (Elected Officials are exempted) will be required to be marked with the Douglas County logo and individual identification number.
7. Vehicle operators shall drive in a safe and courteous manner at all times and in compliance with all traffic laws. Operators shall be responsible to pay any tickets received and shall be held accountable for any damage to the car due to negligence on the part of the operator. Any and all accidents must be reported to Risk Management within 48 hours of the accident.
8. Only County employees will be allowed to drive a County-owned vehicle unless in the event of an emergency. In the event an employee has a Take-Home vehicle, they may transport a family member in such vehicle for incidental stops (i.e., driving a child to school or a spouse to an after-hours, work related function).
9. Seat belts must be worn at all times, including passengers who are transported via a County vehicle.

10. Smoking is prohibited in all County vehicles.
11. While driving a County vehicle, if employees must use a Portable Electronic Communication Device, they are required to use a “hands-free” device.
12. The use of a County-owned Take-Home vehicle used to commute to and from work is a taxable, non-cash fringe benefit of \$1.50 per one way per day commute (\$3.00 for a round trip commute per day), under federal tax regulations. As such, this must be included as taxable income on employee wage and tax statements. It is the responsibility of the department Director to ensure that employees assigned Take-Home vehicles, properly record the number of trips on a monthly basis through the DC Time-Keeping system.
13. The Take-Home Vehicle Use Agreement (attached) will be required to be on file for each employee assigned a Take-Home vehicle.
14. Employees who are provided a Take-Home vehicle should not house their vehicles outside of the County, even if their residence is located in another county. However, the County Manager may grant an exception to this rule, if operational requirements necessitate.
15. All employees who use County vehicles, whether on a Take-Home or Daily Assignment basis, will be required to adhere to all applicable State and Federal tax laws.

**TAKE-HOME VEHICLE USE AGREEMENT**

Pursuant to Douglas County Policy, all employees assigned a Take-Home vehicle are required to complete and sign this form:

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Vehicle Number: \_\_\_\_\_ Vehicle License #: \_\_\_\_\_

Make/Model: \_\_\_\_\_ Date Assigned to Employee: \_\_\_\_\_

1. Douglas County has provided you with the use of a Take-Home vehicle, which allows you to commute to and from work in this vehicle. You may not use said vehicle for personal purposes other than commuting or de minimis personal purposes as defined in this policy.
  
2. As of the effective date of this policy, Douglas County will include a taxable, non-cash fringe benefit of \$1.50 per one-way per day commute (\$3.00 for a round trip commute per day) at the end of each month as part of the compensation for each employee commuting with a County vehicle. You must maintain and submit documentation of the number of commutes per month. (This information shall be included on the monthly time report form, on the line marked "County Vehicle Use.")
  
3. Employees found to be in violation of the above policies are subject to disciplinary action and may be required to substantiate all business and personal use of the vehicle (including commuting), by submitting appropriate documentation to Douglas County. Such documentation will be used to compute the taxable, non-cash fringe benefit to be added to the employee's compensation at the end of the year. It is likely that the fringe benefit computed in the case of violation of these policies will be in excess of the \$3.00 per day. If adequate documentation related to personal use is not provided to Douglas County, the IRS requires the County to assume that all use of the vehicle is entirely personal.

I have read the above policy statement, understand the implications of personal use (other than commuting) of County vehicles, and agree to follow all aspects and regulations of the policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN SIGNED FORM TO THE PAYROLL DIVISION**

**LISTING OF AUTHORIZED COUNTY FACILITIES FOR PARKING COUNTY  
VEHICLES**

Miller Building  
100 Third Street  
Castle Rock, CO 80104

Wilcox Building  
301 Wilcox Street  
Castle Rock, CO 80104

Douglas County Fairgrounds and Events Center  
500 Fairgrounds Road  
Castle Rock, CO 80104

Gailen D. Buck Service Center  
9040 Tammy Lane  
Parker, CO 80134

Southern Facility  
11815 Spring Valley Road  
Larkspur, CO 80118

Northwest Joint Use Facility  
8117 Midway Drive  
Littleton, CO 80125

Public Works Operations Facility  
3030 North Industrial Way  
Castle Rock, CO 80109

Highlands Heritage Parks Admin  
9651 South Quebec  
Highlands Ranch, CO 80130

Park Meadows Center  
9350 Heritage Hills Circle  
Lone Tree, CO 80124

Human Services Center  
4400 Castleton Court  
Castle Rock, CO 80109

Robert A. Christensen Justice Center  
4000 Justice Way  
Castle Rock, CO 80109

Trumble Road and Bridge Yard  
7828 South Highway 67  
Sedalia, CO 80135

Tin Tech Building  
3026 N. Industrial Way  
Castle Rock, CO 80109

CSU Extension Bldg.  
410 Fairgrounds Road  
Castle Rock, CO 80104

Louviers Village Club  
7865 Louviers Blvd.  
Louviers, CO 810131

Highlands Ranch Sheriff Substation  
9250 Zotos Drive  
Highlands Ranch, CO 80129

Elections Office  
125 Stephanie Place  
Castle Rock, CO 80109